

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD: JULY 1, 2004 - JUNE 30, 2005**

1. DEPARTMENT/COURT INFORMATION:

Department/Court: Clerk of the Board of Supervisors

Division/Unit: Facilities Services

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	0	Hours	0	X	\$17.55	=	\$0.00
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- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	63	Hours	378	X	\$17.55	=	\$6,633.90
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

General clean-up of two parking lots; trash pick-up and pull weeds on landscaped areas.

Assist in moving office furniture and supplies.

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels [VCL]. If you have such a volunteer, please indicate the position, hours and compensation level below.)

<u>Position</u>	<u>Hours</u>	<u>X</u>	<u>VCL</u>	<u>=</u>	<u>Dollar Benefit</u>
					\$0.00
					\$0.00

No. Vol.	0	Total Hours	0	Total Value	\$0.00
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

No. of Volunteers	Hours	Dollar Benefit
0	0	\$0
63	378	\$6,634
0	0	\$0

TOTALS:	63	Total Hours	378	Total Value	\$6,633.90
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3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: Cash for Holiday Tree Program Value: \$750.00

Item Donated: _____ Value: _____

Item Donated: _____ Value: _____

Item Donated: _____ Value: _____

TOTAL VALUE = \$750.00

4. VOLUNTEER PROGRAM COSTS:

a.

Cost of direct supervision of Volunteers (total hours of direct supervision multiplied by the hourly rate of staff person[s] directly supervising program volunteers.)

Hours 78 Rate \$13.26 **\$1,034.28**

b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator[s]). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)

Hours 5 Rate \$29.67 **\$148.35**

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c. Other program costs (training materials/supplies, recognition costs, etc.):

Item : _____ Cost: _____

Item : _____ Cost: _____

Item : _____ Cost: _____

TOTAL OF OTHER PROGRAM COSTS =

\$0.00

d. TOTAL OF PROGRAM COST (4a+4b+4c) =

\$1,182.63

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a Total Dollar Benefits of Volunteers, Item 2d \$6,633.90

b. Total of Donations to Volunteer Program, Item 3 \$750.00

c. Subtract Total of program Costs, Item 4d \$1,182.63

TOTAL PROGRAM BENEFIT:

\$6,201.27

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6. RECRUITING:

Please describe your recruiting programs:

Holiday Tree of Hope Program: An annual event that benefits the children

at the Pascual Academy. Holiday Ornament s are sold at the lobby of CAC Facility.

These ornaments are adorned with the buyer's name or loved ones and they decorate our Tree of Hope during the holiday season.

7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:

Please describe any special activities and/or achievements your program was involved in during the period of this report:

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2005-06:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

To reach an \$800.00 goal for the Tree of Hope by selling better and bigger ornaments

9. GENERAL INFORMATION:

Name of person completing report: Francisco M. Ortega

Phone: (619)531-6269 Mail Stop: A-54 E-Mail: _____

Volunteer Coordinator: Lixya Preston de Silva

Phone: (619)531-5600 Mail Stop: A-54 E-Mail: _____

10. DEPARTMENT CERTIFICATION:

Thomas J. Py-

DEPARTMENT HEAD SIGNATURE

7.29.05

DATE

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